



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Student Assistant

Hourly Salary: Rg A \$8.41 – Rg D\$11.20

One Temporary/Hourly Position

Location: Downtown Sacramento

Final Filing Date: Until filled

Job Number 0101184

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

- Ability to work independently and take initiative.
- Experience in general computer skills.
- Attention to detail and thoroughness in completing assignments.
- Good written and oral communication skills.

Assist Fiscal Operations Manager in preparing monthly plan payments on various programs, preparing quarterly payment submission on special projects, reconciling all payment transactions using Monthly Calstar Report.

Assist in preparation of HFP and AIM rate negotiation process.

Prepare required documents for monthly board presentation.

Prepare all related documents required of MRMIB yearly Single Audit from BSA.

Maintain and update desk procedures/manual on all duties related to Financial Operations.

General office support, including use of computer programs such as Excel, PowerPoint, Word, etc., learning policies, procedures, and techniques; performing meaningful tasks which are valuable and necessary to the program of the department such as computation and analysis of data; assist in research, analysis, review, or other related activities in the department.

How to Apply:

Go to <http://www.uejobs.com/hr>, it is the link for University Enterprises, Inc (UEI). If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.